



Columbus Civil Service Commission
50 West Gay Street, Room 600
Columbus, Ohio 43215

Request for Public Information

In order to review personnel files or any other public information on file with the Civil Service Commission, please complete the information requested below.

Please Note: Up to two (2) file preparation days may be required if you are unable to provide the social security number for the individual whose personnel file you are requesting.

Name (please print): _____
Street Address: _____
City, State, Zip Code: _____
Daytime Telephone Number: _____

- ☐ I would like to review the personnel file for the following City of Columbus, Ohio employee (or former employee):

Full Name: _____
Social Security Number: _____

- ☐ I would like to review the following information on file with the Civil Service Commission.

I understand that if I want copies of any information within Commission files, the cost of copying is \$.15 per page. I agree to pay this fee prior to obtaining any copies:

Signature: _____ Date: _____

For Civil Service Commission Use Only

Information Request Completed by: _____ Date: _____

Copy Charges Paid: _____ Received By: _____ Date: _____